

Town of Milton

*115 Federal Street
Milton, DE 19968*



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Job Title:	<u>Town Clerk</u>	Reports to:	<u>Town Manager</u>
Classification:	<u>Exempt</u>	Hours:	<u>40 hrs/week; including some</u>
Pay Grade:	<u>8</u>		<u>Saturdays</u>
Prepared by:	<u>Kristy Rogers</u>	Approved by:	<u>Town Council</u>
Date Approved:	<u>August 5, 2019</u>	Last Revision Date:	<u>February 2017</u>

SUMMARY:

In accordance with Town Charter, Section 19, the Town Clerk is responsible to the Town Manager for the proper administration of the day-to-day operations of the Administrative Department. The position requires initiative, ethical judgment, and the ability to work effectively and independently whether with the public or Town officials. In the performance of assigned duties, the Town Clerk shall not be influenced by any matters whatsoever of a political or factional nature and must maintain impartiality while balancing and protecting the interests of the Town, the citizenry, and members of Council. The Town Clerk shall be guided solely by the direction of the Town Manager to provide service to the town taxpayers and to achieve efficiency in the administration of the Town. Work is performed in accordance with the Town Charter, ordinances, and general law.

PRIMARY RESPONSIBILITIES:

1. Coordinates Town Council attendance at events including but not limited to Sussex County Association of Towns (S.C.A.T.), the Delaware League of Local Governments (D.L.L.G.), and the University of Delaware Institute for Public Administration (IPA).
2. Monitors and tracks Town Council agenda items and follows up on actions taken by Town Council until complete.
3. Requires a vast amount of detailed knowledge regarding the Town of Milton's Municipal Charter and Code.
4. Prepares for Town Council meetings and public hearings, by preparing and posting the agendas and meeting packet.
5. Oversees the creation of official notices, ordinances, resolutions, proclamations, press releases and advertisements.

6. Attends all meetings of Town Council, records meeting with a recording device, and transcribes accurate meeting minutes for approval at the next regular meeting of the Town Council.
7. Serves as the Freedom of Information Act (FOIA) coordinator for the Town, by fulfilling and maintaining all public records requests, as well as requests from other municipalities and state and federal officials.
8. Serves as the Town's Records Manager and is responsible for compliance with the Towns Record Management Policy.
9. Manages sensitive and confidential material on a regular basis.
10. Assumes responsibility for maintenance of the Town website (for example: meeting agendas, minutes, notices, Ordinances, Resolutions, events).
11. Conducts research to draft ordinances, resolutions, or reports for review by the Town Manager.
12. Maintains the Town Code book and ensures new ordinances are sent to General Code for codification. Once codified, updates Code books in Town Hall.
13. Acts as liaison to the Milton Board of Elections by coordinating orientation, publicizing voter information, and coordinating absentee balloting.
14. Oversees Town elections in accordance with the Milton Town Charter and Code and State Code.
15. Maintains personnel records.
16. Supervises and evaluates the Administrative Department at the direction of the Town Manager.
17. Reviews the work products of the administrative staff members to ensure compliance with applicable Codes and standards.
18. Participates in the Administrative Department's review and the evaluation of applications/resumes, makes recommendations regarding applicant's qualifications, and participates in interviewing applicants.
19. Assists with the annual insurance renewal and the health benefit renewal/open enrollment process.
20. Maintain Emergency Management Manual and assist Emergency Management during hurricanes, storms, etc.
21. Analyzes data to determine accurate and timely answers to questions and problems presented by the public and staff.
22. Performs work of higher classified positions, as assigned by the Town Manager.
23. Performs other related duties as assigned by the Town Code or the Town Manager.

ADDITIONAL RESPONSIBILITIES:

1. Acts as the custodian of the official Town seal.
2. Represents the Town of Milton at relevant workshops, conferences, and events.
3. Demonstrates knowledge of the Town's functions, procedures, Charter, and Code.
4. Maintains membership and participates actively in the Delaware Municipal Clerks Association.
5. Maintains membership of the International Institute of Municipal Clerks.
6. Attends classes, meetings, training workshops, seminars and/or conferences as required, to stay current with the duties and responsibilities of the position.

7. Must keep work area in an organized manner.
8. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS:

This is light work requiring the exertion of up to fifteen (15) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires the constant ascending/descending of self within buildings, positioning self to move about work space and places of inspection, handling of job responsibilities, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of and ability to use office equipment including but not limited to: computer, facsimile machine, scanner, telephone, and copier as necessary for the processing of business correspondence and for internal and external reporting needs.
- Working knowledge of Town's Charter and Code.
- Decision-making skills and the ability to work independently are fundamental.
- Knowledge of and ability to use the Microsoft Office Suite is required.
- Strong verbal and written communication skills.
- Ability to maintain a high degree of confidentiality.
- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to understand verbal or written direction and instruction.
- Ability to interpret and explain Town practices, policies, procedures, and ordinances.
- Ability to organize work, set priorities, meet critical deadlines, and perform work assignments with minimum supervision.
- Ability to manage multiple tasks, work effectively with interruptions and changes in work priority.
- Ability to exercise tact and diplomacy in interpersonal dealings that are difficult, highly sensitive, and confidential.
- Ability to exercise good judgment in educating staff on the proper procedure or the most favorable approach to accomplishing goals.

EDUCATION & QUALIFICATIONS:

A Bachelor's Degree (BA/BS) in a related field from an accredited college or university with at least one year of relevant experience; or an Associate's Degree or certificate in a related field with at least three years of relevant experience; or a high school diploma or graduate equivalency

diploma (GED) with additional credentials specific to the job description and at least five years of relevant experience.

ADDITIONAL REQUIREMENTS:

- 1) NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training for Emergency Management, required during the probationary period.
- 2) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 3) Meet all requirements of and obtain a State of Delaware Notary Public Commission within the probationary period.
- 4) Employee must be licensed to operate a motor vehicle in the State of Delaware at all times during the term of employment.
- 5) Consistently completes trainings and experience necessary to fulfill the requirements to achieve a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks. Once CMC is achieved, continued professional development is required.
- 6) Employee must be detail-oriented and must demonstrate accuracy in all aspects of job performance is necessary.
- 7) Knowledge of and experience with the Edmunds Municipal Government program is preferred, but not required.
- 8) Employee is required to obtain a professional certification, and participate in professional associations if management deems that it is necessary, and to continue to fulfill the obligations of this position.
- 9) Direct deposit of employee pay is required.
- 10) Experience in public service is preferred, but not required.

By signing this document, I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Employee Signature

Date